GUIDANCE UPDATES: PKXO FUNCTIONS

OPERATIONS SUPPORT BRANCH

PKXO, 6-1327

Cathy Schoonover

21 – 22 AUGUST 2002

UPDATED GUIDANCE

- PKOI 64-04 – RENAMED AND UPDATED
- PKOI 64-06 – UPDATED
- PKOI 64-09 - UPDATED
- CONTRACTING HANDBOOK PARTS 4 AND 5 (VARIOUS SUBPARTS) – UPDATES / DELETIONS
- CONTRACTUAL DOCUMENT DISTRIBUTION HANDBOOK – NEW!!

PKOI 64-04

- REQUESTS FOR TECHNICAL DATA
  - 5 AUGUST 2002
  - PREVIOUSLY “REQUESTS FOR SOLICITATIONS AND BID SETS”
  - UPDATED TO INFORM BUYERS HOW TO REQUEST TECH DATA PACKAGES
  - INCLUDES INFO ON CLASSIFIED DATA
  - USE IN CONJUNCTION WITH HANDBOOK SUBPART 4.4

PKOI 64-06

- PROCESSING MILSCAP COPIES OF CONTRACTS
  - UPDATED 24 JUNE 2002
  - MINOR UPDATE – SECTION 2.1.3.
    - HOW TO MARK DOCUMENTS FOR SURGE

PKOI 64-09

- CHARGE OUT AND CONTROL OF CONTRACT FILES
  - UPDATED 25 APRIL 2002
  - NOW DONE BY R2M UNLESS CONTRACT NOT IN SYSTEM
  - IF YOU LEAVE AN AREA, MAKE SURE THAT YOU CHARGE THE FILES BACK TO THE FILE ROOM, OR TO THE BUYER RECEIVING YOUR WORKLOAD.
  - MAJOR PROBLEM – WE DON'T KNOW WHERE THE FILES ARE BECAUSE THE CHARGE OUT SYSTEM IS NOT USED PROPERLY

CONTRACTING HANDBOOK PART 4

- SUBPART 4.2 - DISTRIBUTION
  - CONDENSED / TO BE REPLACED BY HANDBOOK AFTER 01 OCTOBER 2002
- SUBPART 4.4 - SAFEGUARDING OF GOVERNMENT DATA
  - UPDATED 14 AUGUST 2002 TO COMPLY WITH PKOI 64-04; AWAITING POSTING
- SUBPART 4.72 – CONTRACTOR IDENTIFICATION
  - UPDATED EFFECTIVE 11 JULY 2002

CONTRACTING HANDBOOK PART 4 (contd)

- SUBPART 4.804 – CLOSEOUT OF CONTRACT FILES
  - UPDATE IN PROCESS; DETAILED INFORMATION REGARDING CLOSEOUT IN AFMC CLOSEOUT GUIDE AT:
    - https://www.afmc-mil.wpafb.af.mil/organizations/HQ-AFMC/PK/pkp/pkpa/closeout/guides.htm
- SUBPART 4.95 - PREPARATION OF ACPS DOCUMENTS
  - DELETED; REFERENCED PREPARATION BY ACPS OPERATORS; DOCUMENTS NOW PREPARED BY BUYERS

CONTRACTING HANDBOOK PART 5

- SUBPART 5.1 - DISSEMINATION OF INFORMATION
  - UPDATED 17 JULY 2002
- SUBPART 5.301 - SYNOPSES OF CONTRACT AWARDS
  - ACCOMPLISHED BY BUYER ON FEDBIZOPPS
    - IN ACCORDANCE WITH PKOI 64-10, ATTACHMENT 2001-7-B, DATED 27 FEBRUARY 2001

CONTRACTUAL DOCUMENT DISTRIBUTION HANDBOOK

- IN FINAL STAGES OF DEVELOPMENT; IMPLEMENTATION DATE UNKNOWN
  - REVIEWED BY SEVERAL BUYERS – THEIR COMMENTS INPUT
  - INCLUDES INFORMATION/ATTACHMENTS FOR BUYERS TO ACCOMPLISH DISTRIBUTION
    - NAFI INFO
    - ELECTRONIC DISTRIBUTION INFO
    - PAPER DISTRIBUTION INFO